

BLM/GRS Status Document

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(Revised 06/11/03)

Record	Schedule/ Item	NARA Job/ Document/ Reference	Description	Status or Pending Info	Last Date Updated (M/Y)
Abandoned Mine Land (AML) Managment records and projects/ Abandoned Mine Land Inventory System (AMLIS)	4/		<p>Where do they fall? What subject code? What disposition? - 8/99 These records include HAZMAT issues. AMLIS is used for congressional, GAO, OMB, etc. requirements (OSM system). MT has a system that will incorporate MT DEQ data (also in AMLIS), MT BuMines data and project file information. New subject code (3720) assigned - 12/99.</p> <p>Contact: George M Stone - WO; Tim Bozorth - MT</p>	Pending	12/99
Accident Files	1/multiple		<p>There are several places in Schedule 1 that cover DI and CA forms and other accident and injury forms. There are also several different retention periods. According to Patty Kelly (ID) accidents have a 10 year stat. of limitations but the longest retention period is 6 years. Check this out.</p> <p>Contact: Bruce Prater - NCS - 303-236-2530</p>	Pending	05/01

Asbestos Exposure Records	1/multiple		EPA 560 booklet (June 1985) and Appendix F of OSHA Asbestos regulations (29 CFR 1910.1001) indicates that exposure records need to be maintained for at least 20 years. This is related to the Accident Files discussed above. Contact: Bruce Prater - NCS - 303-236-2530	Pending	05/01
Automated Fluid Mineral Support System (AFMSS)	4/27i	N1-49-01-##	Need to begin scheduling this system - 5/99. Received system documentation - 8/99. AFMSS replaces MRO, AIRS, etc. - make appropriate changes to those disposals - 8/99. Draft to Paul - 5/00. SF-115 sent to WO - 5/01 Contact: Paul Brown - NCS - 303-236-8586	Pending	05/01
Automated Land and Mineral Records System (ALMRS)	Schedule 30 and Schedule 4		The retention periods for several items in Schedule 30 and Schedule 4 reference ALMRS. Update these items. Schedule 4 updated - 8/01. Sent both schedules to Rick to suggest changes. Contact: Rick Dickman - MT - 406-896-5157	Pending	08/01
Automated Lease Management System (ALMS)	4/14e		Have received documentation on system need to begin drafting schedule - 5/99. Draft to Bil - 5/00. Resent draft to Bil and Jim - 5/01. SF-115 sent to WO - 6/01 Contact: Jim Armstrong - NCS - 303-246-4091; Bil Weigand - ID - 208-373-3862	Pending	06/01

Budget Planning System			BPS is in ITIB process	Pending	11/01
Bureau Architecture Files			See ITIB/CMB records	Covered in GRS 24	10/01
Capitalized Personal Property and Equipment	8/2?, 3/3, 6/1a, 11/5, 4/2	WO IM 01-189	Need retention period. OIG Management letter (FY2000), BLM Capitalized Property Records. Capitalized property = >\$250K. 11/5 does not cover major equipment. It refers to 4/2, which doesn't make sense. Resolve and update for next manual release. Contact: Gery Behr - NTC - 602-906-5581; Robert Palmer - NCS -	Pending	08/01
Cartographic Records	17/1b,c,e		Schedule updated - 3/98. Waiting for NARA approval of NARA Job. Ed Harne indicated a need to update this item to reflect the way they are doing business now. Updated schedule accordingly and sent back to NARA - 8/00. Withdrawn from NARA Job N1-49-96-5 - will submit separately. Replaced schedule (on the web) to the original until updates can be submitted to NARA-10/01. Contact: Fred Batson - NCS - 303-236-6376.	Pending	09/01

Collections and Billings System (CBS)	6/12 (new)	Have begun meeting with system admin, and users - will begin drafting schedule - 5/99. Find out how the Alaska Natives systems fits into this system - 8/99. Include SSN/TIN forms and process in this disposition. Draft schedule sent to team - 5/00 and again 5/01 and again 6/01. Contact: Terry Brokovich - NCS - 303-236-3582; Chris Turner - NCS - 303-236-	Pending	06/01
Comprehensive Assessment - Safety, Health and the Environment (CASHE)	1/44 (new)	Evaluation program for safety. A new proposed electronic system called Cashe Management Database will contain data for reporting purposes. System was sent to ITIB - 6/00. Ken's asking DOI for an exception to the freeze on Electronic Record Management Systems - 05/01. Contact: Ken Morin - NARSC - 303-236-6418	Pending	05/01
Configuration Management Board Records		See ITIB records	Covered in GRS 24	10/01
Constituent Database System	13/4	NM has information on this system, work with them - 8/99 See Privacy Act System LLM-34 also. Tina sent system documentation. Contact: Tina Bonilla - AZ - 602-417-9448; Christopher Hopkins - NM - 505-438-7482	Pending	08/99

Corporate Metadata Repository rehost	20/20 (revised)	<p>Check existing schedule to assure rehost records and products are covered. This system will include CDD information as well as information on all national systems. Once it is up and running, CDD database will no longer be maintained. COTS software project (Platinum). Will be completed next calendar year - 8/99. Sent draft schedule - 6/01 and 7/01. Revised and sent to team - 8/01.</p> <p>Contact: Melanie Rhinehart - NCS - 303-236-9940; Jim Horan - WO - 202-452-5023;</p>	Pending	08/01
Credit Card Application	6/1a	<p>It was just discovered there is no guidance for maintenance and disposition of government credit card applications. Evidently the apps are being destroyed when an employee leaves. It seems like the apps should be held after the employee leaves to match up with final credit card statements for the individual in case of an audit. It makes sense to keep the app until the final card statements are destroyed. Call NARA to see what other agencies are doing. Accountable Officer's Files, 6/1a is broad enough that this is the correct disposition.</p> <p>Contact: Yvonne Wilson - Analysis, NARA - 301-837-3143</p>	Pending	06/03

Designation of Collection Officer/Cashier	1/10, 6/?	These should be maintained for some period of time after they are revoked - see IM BC-99-047 and change 1 and Treasury regulations. Will have to issue a change to IM (it says 6 years). A copy should be filed in OPF (left side). What other copies are necessary? Contact: Dorothy Butler - NBC - 303-236-6332	Pending	08/00
Digital Photography	21/1f (new)	Will work with NARA to determine appropriate disposition periods. Called Michael Grimes (NARA) - he will check with the person working on this and get me a status - 8/99. Rec'd DoD presentation on digital photos from NARA-Denver - 3/00. Called Charles to see what NARA is doing - 5/00. Contact: Charles Downs - NARA - 301-713-7100 - ext. 276	Pending	05/00
Electronic Records	Schedule 20	Revise schedule per NARA guidelines. Move program-related systems to other schedules. Contact: Ted Weir - WO - 202-452-7793	Pending	10/99
Electronic Commerce and Electronic Signature Files	Schedule 20	Call NARA to see what other agencies are doing. Contact:	Pending	05/01

Examination of Case/Card Record Request (BLM Form 1274-11)	Forms Index		Add this form to the forms index the next time it's updated.	Pending	09/01
Facilities Inventory Maintenance Management System (FIMMS) and Facilities Asset Management System	?	IB 2001-017	Get documentation for these two systems and make sure all components are scheduled. Contact: Kathy Williams - WO - 202-452-5159; Luis Coppa - WO - 202-452-5160; John Broderick - WO - 202-452-0344.	Pending	05/01
Federal Land Patent Data Base			General Land Office (GLO) patent records data base. Contact:	Pending	05/01
Federal Personnel and Payroll System (FPPS)	1/?, 2/?		Contact: Johnnye Toney - NBC - 303-236-6385	Pending	10/99
Fire Equipment and R&D Records	20/47, 10/2b, 17/? (drawings)		Work with NIFC - 8/99. Received IB FA-2000-40 regarding this program. Called Robert Stroud (Paul's out) - NIFC - 208-387-5422 - about identifying records included in this program - 7/00. Contact: Paul Naman - NIFC - 208-387-5421; Cathy Banks - NIFC - 208-387-5360	Pending	07/00
Fire Reporting System (Electronic)	18/32		NIFC no longer keeps hard copies of fire reports. Make sure this database is the reference copy (TEMP) and not the record copy (PERM). Contact: (vice Banks) - NIFC - 208-387-####	Pending	08/01

Firewood Permits	4/6c		NM suggests changing the retention period for these records. They are 60-day permits and the retention is 10 years. Contact: Debra Yeager - NM - 505-599-8951	Pending	05/01
Grazing Administration Billing System (GABS) rehost	20/42		Check existing schedule to assure rehost records and products are covered. System on hold - per IT Clearinghouse - 9/99 Contact: Leon Pack - NIRMCMC - 303-236-0156	Replaced by RAS - this item will be deleted	11/01
Historical Index (automated)			see Master Title Plats (automated)		
History Data Base		IB RS-00-48	Lotus Notes Data Base initiated by Director Pat Shea. Check on current status with ITIB. Contact: Lee Barkow - NCS - 303-236-6454	Pending	05/01
Indian Trust Records (includes consultation records)	4/11,		New record series created as a result of the Cobell litigation and/or the High Level Implementation Plan or split existing items to establish a longer retention for Indian trust records. Contact: Ted Weir - WO - 202-452-7793	Pending	08/01
Information Technology Investment Board (ITIB) Records			May include Bureau Architecture, IT Clearinghouse, Configuration Management Board records, ITIB meeting notes and decisions, Proposals, SCO documentation, etc. Contact:	Covered in GRS 24	10/01

Inspection and Enforcement Documentation (Indian)	4/27	IM 98-107, IM 01-127, AFMSS	Make sure all documentation identified in IM is covered appropriately by the disposition schedules. Note schedule for Indian records. Contact: Lonny Bagley - WO - 406-896-5113; Patty Ramstetter - WO - 801-539-4048.	Pending	05/01
Internet Map Server Records			Not sure if there are any new records created. Check into it. Contact:	Pending	05/01
Internet Records	20/54 (new)		Working with DOI on policy and disposition of records created on/for Intranet/Internet websites and servers - 8/99. Contact:	Pending	08/99
Joint Fire Science Program (JFSP) Records	18/32i (new)		Received a copy of the draft MOU - 4/99 Contact: Tim Hartzell - WO - 202-452-5191; Bob Clark - NIFC - 208-387-5349	Pending	08/99
Land Resource and Information System (LRIS/LR2000)	30/1 (revise)		Revise ALMRS schedule and incorporate LR2000 - 8/99 Contact: Gary Stuckey - NIRMC - 303-236-2306; Gary D. Slagel - NIRMC - 303-236-0624	Pending	08/99
Lease Sale Support System (LSSS)	4/		One of the Premier Systems. Received an E-Commerce Proposal for Oil and Gas. Check on the status of this system. Contact: Harry Moritz - ES	Pending	05/01
Management Information System (MIS)	5/ , 6/		Contact: Peter Ertman	Pending	08/99

Master Title Plats (automated)	4/10a-j	Several offices have/are/will automate their MTPs, Historical Indexes, and Supplemental Plats. Sent draft schedule to team - 6/01 and again 8/01. Contact: Don Buhler - WO - 202-452-7781; Jason Racette - ES - 202-452-0345; Brent Blair - OR - 503-952-6177; Rick Dickman - MT - 406-896-5157; Dean Wiese - AZ - 602-417-9578	Pending	06/01
Mining Claim Surface Management Files	4/22c	NV Hazmat suggests increasing this item to PERMANENT. Contact:	Pending	01/00
National Integrated Land System (NILS)	4/	NILS is a joint project between BLM and USFS to create a common data model and tool set for managing cadastral and land record (parcel) data: http://www.blm.gov/nils/ . Advisory support by the Parcel Consortium. Not yet approved by ITIB - 9/99. Contact: Leslie Cone, NILS Project Manager	Pending	05/00
National Mailing List Database				
No Net Loss Policy Records (O&C) P.L. 105-321	4/	Reports due every 10 years - doesn't fit current schedule. Acreage acquired must be equal to or greater than acreage conveyed. Contact: Lois Harwood - OR - 503-952-6188	Pending	08/99

Patent Applications Rejected and Withdrawn	4/7a	Check all applications rejected and withdrawn in schedule 4 and make a change to the wording of 4/7a. Possible rewrite needed. Contact:	Pending	05/99
Paycheck System	2/7, 8	Went to ITIB for Bureauwide approval - 3/00. Will replace PAYPERS. Will work with USFS Records Officer on retention (they have been using this system for a couple years). ITIB approved beta test in CO - 10/01 Contact: Gail Colbert - HRMC - 303-236-7388; Cindy Liebe - NCS - 303-236-4668	Pending	11/01
Payments in Lieu of Taxes Data Base		Check on status of this system. Contact:	Pending	05/01
Personal Data Assistant Data (GPS Units, Palm Pilots, etc.)		PDAs are being used in collection of Natural Resource Data. Need to find out whether this data is covered by existing items in the schedules or whether we need new item(s). Contact: Barron Bail - WO - 202-208-3516	Pending	05/01
Planning and NEPA Data bases (TurboNEPA)	4/12d (new)	Electronic system being reviewed by ITIB - 5/00. Contact: Gregg Simmons - AZ - 602-417-9446	Pending	05/00

Premier Data Systems - various programs (GIS applications, Comp. O&G sale info., etc.)	20/52,4/24		Premier Data Systems is a company developing several databases for the Bureau. Will deal with each system individually. Contact:	Pending	10/99
Publications (Electronic versions)	16/17		Add an item to cover electronic version of these records. Electronic versions used for Internet publication, IBLA appeals, etc. Contact:	Pending	01/00
QuickHire System	1/		Received project proposal via email 5/1. Sent to ITIB - 6/00. Contact: Stephen Adams, LRIS Project Office (WO-510) - 303-236-4680	Pending	05/00
Rangeland Administration System (RAS)	4/		This system replaces GABS. ITIB approved deployment - 10/01. Contact: Leon Pack, Leslie Cone	Pending	11/01
Rangeland Improvement Project System (RIPS) rehost	17/13; 17/43 (revised)		Check 17/13 to see if this system is included. If not, write schedule. If so, assure rehost records and products are covered. ITIB approved - 6/99 Contact:	Pending	08/99
Real Property files	3/3, 4/5, 17/13	WO IM 01-189	Revise real property retention periods? too long? 3 years instead of 10? Contact: Gery Behr - NTC - 602-906-5581	Pending	08/01

Recreation Management Information System (RMIS) rehost	4/33 (new), or 4/14b(1)		<p>IB 99-196. Draft disposition schedule sent to team - 11/99. Draft schedule sent to NARA - 4/00. New Team Lead - 6/00. Sent to team - 8/01. He updated description and will review with SCO - 11/01</p> <p>Contact: Terry O'Sullivan - AZ - 602-417-9228; Chris Czapski - AZ - 602-906-5624</p>	Pending	11/01
Remote Entry Time and Attendance Report System (RETARS)		HR IB 00-06	<p>To be replaced by Paycheck? Upgrade done in 1999.</p> <p>Contact:</p>	Pending	05/01
Remote Sensing Records/Satellite Imagery Records	17/2 (revised)		<p>Schedule updated - 3/98. Waiting for NARA approval of NARA Job. Working with Jim Turner to update schedule to reflect current business practices. Withdrawn from NARA Job N1-49-96-5 - will submit separately.</p> <p>Contact: Jim Turner - NARSC - 303-236-0840</p>	Pending	08/01
Riparian Properly Functioning Condition (PFC) Geographic Database	4/11, 20/52		<p>Contact: Steve Borchard - WO - 202-452-0357 and CA</p>	Pending	08/99
SAFE Data Base	FWS?	IB FA-00-18	<p>safe.fws.gov - Is this data base tied to BLM systems? Do we need to schedule?</p> <p>Contact: Sandy Guches - FWS - 202-387-5157</p>	Pending	05/01

Safety Records - DI-134's and other	1/various	We found the DI-134 is several places in the schedule. Some contradict others. Need to find out the extent of the problem and what changes need to be made. See accident files (above). Contact: Bruce Prater - NCS - 303-236-2530	Pending	05/01
SIBAC Reconciliation System (AM)	10/	Subsystem of AFMS. Interfaces with FFS via Financial Interface System (FI). It edits, processes, and updates the Master transaction file for maintaining cost and utilization data for motor vehicles and construction and material handling equipment. Operates on NIRMC's MUP. Contact: Pat Fay - BC-610 - 303-236-6345	Pending	12/99
Subject Index (Schedule 11 citations)	Section A	Several citations for Schedule 11 are incorrect in the Subject Index. Update with next release. Contact:	Pending	12/99
Surface Management (3809) Notices and Plans	4/22	new 3809 regulations - how do they effect the schedule? Contact:	Pending	08/99
Table of Organization (Automated)		Deployed to BLM and SPOs. Team will work to get it on all manager's desktops. Contact: Gail Colbert	Pending	11/01

Taxpayer Identification/ Social Security Number Request (Form 1372-6)	6/12 , included with CBS	IM 99-171 Contact: Dorothy Butler - NBC - 303-236-6332	Pending	10/99
Technical Reference Manuals (TRMs)		These appeared the scene. Find out their purpose and where they fall within the schedule.	Covered in GRS 24	10/01
Vital Records - "Rights and Interest Records"	All	Change all references to "Legal and Financial Rights Records" - 8/99 Contact: Linda Matthews - ID - 208-373-3947	On-Going (Done=1, 4, 9, 12, 14, 18 & 20)	05/00
Voice Mail Messages (audio/digital/electronic version)	21/23	As with other phone calls, voice mail messages including "record" or "decision" material should be documented on a Confirmation/Report of Telephone Conversation (Form 1541-3) and filed in the appropriate case file(s). Several agencies have sent proposed retention schedules in for these records. Received sample from NARA - 7/00 Contact:	Pending	07/00
WO Awards Data Base		New system. What's it's status? Contact:	Pending	05/01

Well Logs and Directional Surveys (Indian)	4/11e	Split this item into Federal wells and Indian wells to satisfy concerns raised in Cobell lawsuit. Contact: Ted Weir - WO - 202-452-7793	Pending	05/01
Wild Horse and Burro Information System (HB) rehost	4/8h	This system has already been rehosted. Need to check existing schedule to ensure all records are covered. Contact: Dick Stark - NCS - 303-236-0157	Pending	08/99